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Letter dated 8 October 1998 from the Chairman of the Committee on Conferences to the Chairman of the First Committee

As you are no doubt aware, one of the terms of reference of the Committee on Conferences is to determine ways and means to ensure optimum utilization of conference facilities and services. To that end, the Committee has been continuously engaged in reviewing reports on meetings statistics and in holding consultations with bodies whose utilization factor has been below the benchmark figure of 80 per cent.

At its recent substantive session of 1998, the Committee requested its Chairperson, upon adoption of the report of the Committee on Conferences,[1] to transmit a letter to the chairmen of all bodies that had utilized less than the applicable benchmark figure (80 per cent) of their allocated conference resources in 1997 informing them of the problem.

In accordance with the Committee's request, I am writing to inform you that at the fifty-second session of the General Assembly, in 1997, the First Committee utilized 63 per cent of its allocated conference resources and lost 35 hours owing to late starting and early adjournment of meetings.

On behalf of the Committee on Conferences, I count on your continued cooperation in taking appropriate action to improve the utilization of conference resources.

(*Signed*) Koji F. X. **Yamagiwa**
Chairman
Committee on Conferences

[1] *Official Records of the General Assembly, Fifty-third Session, Supplement No. 32*

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